



# SHAPWICK SCHOOL

*'The same road by different steps'*

## **DRIVER AND VEHICLE POLICY**

This policy is a subset of the settings Health and Safety policy

**Review: 31 August 2019**

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## **Statement of intent**

Shapwick School recognises that the driving of vehicles for the transport of young people, staff and visitors plus the movement of goods and materials is an essential part of its operation. As such, under its obligations in legislative and civil law the company requires each person engaged in driving activities to do so in a manner that poses no harm to themselves, our young people or other road users.

To that end we believe that, irrespective of blame, all road traffic incidents are preventable and all risks can be contained. Consequently, Shapwick School operates to a policy of zero accident involvement. As a vehicle driver, you are not only responsible for your own safety, you are also responsible for the safety of others who may be affected by your actions. Therefore you are required to drive, at all times, in a manner that is safe, responsible and in line with current traffic law.

Consequently, we have developed an on-going programme to ensure that:

- Our H&S committee annually reviews the Driver and Vehicle Policy plus any associated risk assessments and procedures;
- All staff driving young people will be assessed and trained, as required;
- All company vehicles used on Shapwick School business are maintained and used in a safe condition;
- The expectations placed upon Shapwick School staff are reasonable and consistent with good practice;
- All journeys undertaken on Shapwick School's business are necessary and appropriate.

This policy and all associated procedures apply to all staff (including agency staff, volunteers and students on placement) who are required to drive as part of Shapwick School's activities whether transporting young people or other driving on company business. The policy applies to company, private and hired vehicles alike.

## **1 Introduction**

### **1.1 Responsibility for Safety**

Road traffic legislation places responsibilities on the owner of a vehicle and the driver of that vehicle to ensure that it is used in a legal, safe and roadworthy condition, and to ensure that the driver holds a valid licence for that class of vehicle.

Health and safety legislation places responsibilities on an organisation to carry out its operations in a manner whereby no person is exposed to unacceptable risk and to identify such risks and their appropriate control. It also places obligations on employees to cooperate with, and support their employer in meeting their responsibilities.

Drivers of company vehicles have a responsibility for the safety and welfare of their passengers and must:

- be meticulous in their pre-journey checks
- ensure they are fit and able to drive
- plan the journey, so that it can be completed safely and comfortably, and
- ensure they observe safe driving hours.

All drivers will be encouraged through learning and assessment to practice defensive driving in order to anticipate the unsafe behaviour of other road users (including pedestrians).

The Principal is responsible for ensuring that all elements of this policy are in place and that suitable persons have been appointed to the roles identified. In addition, they are responsible for ensuring that only drivers who have completed the mandate, assessment and mentoring process are allowed to drive vehicles with young people on board.

## 1.2 Legislation and Codes of Practice

The legislation applicable to driving and vehicles reinforcing these policies is mostly derived from the Road Traffic Act 1988, and includes the Road Vehicles (Construction and Use) Regulations 1986 and The Motor Vehicle (Driving Licence) Regulations 1999, as amended. Other legislation may feature less prominently. Other guidance is given in the Highway Code, which is the relevant Code of Practice and may be quoted in proceedings. Ignorance is no excuse, or defence in law, and drivers must keep abreast of modern practices as described in the current edition of the Highway Code.

## 1.3 Breach of Law

Where drivers commit motoring and parking offences on company business they are personally liable for any fines and convictions that may result. Shapwick School reserves the right to pay such penalties on behalf of the driver and deduct the cost from wages or salary. Any driving offence or behaviour that is deemed to endanger the young people in our care or other road users will be investigated and may subsequently result in disciplinary action being taken. Senior managers will investigate other driving-related incidents, as and when required.

## 2. Drivers

### 2.1 Licences

Employees will only drive, on company business, vehicles for which they hold the appropriate licence category. All drivers who transport young people, or those who travel over 3000 business miles annually, will be required to complete a DVLA mandate allowing the Advisory Board to regularly check their licence details and any endorsements whilst driving on the company's behalf. In addition, employees must immediately inform their line manager and Health, Safety and Estates Manager, (HSEM) in writing or by email of any convictions, endorsements or suspensions to their licence.

### 2.2 Driver Assessment and Training

As above, any driver who transports young people or who exceeds 3000 business miles on the company's behalf will be required to register with and complete our Institute of Advanced Motorists online assessment and mentoring programme. At induction relevant staff will be sent emails for the assessment and mentoring scheme along with a mandate form. The process must be completed as part of the induction process and no company-related driving will be permitted until all three elements are completed successfully. The assessment and mentoring will be reviewed on a 3 yearly basis. In addition, before driving young people the driver will be assessed by a senior manager in the setting to ensure their attitude, approach and behaviour on the road is in line with the aims of this policy. Senior managers in this case are Members of the settings SLT. A written record of the assessment should be placed on the employee's file.

Drivers will be rated as low, medium or high risk, depending on responses in the mentoring process and the number of points accrued on their licence. The following actions will be taken as a result:

- Low risk drivers and/or with up to 3 points on licence: annual check on licence and annual driving review by senior manager.
- Medium risk drivers and/or with up to 6 points on licence: 6 monthly check on licence, annual driving review by senior manager and attend road safety workshop as part of training consolidation days.
- High risk drivers and/or with 6+ points on licence: 3 monthly licence check, annual driving review by senior manager, attend road safety workshop as part of training consolidation days and 1-1 driving assessment with a company driving assessor (Advanced IAM driver or Midas Assessor).

### **2.3 Driving Standards**

When driving on Shapwick School business or in company vehicles, drivers must remember that they are ambassadors for Shapwick School and must ensure that their behaviour reflects an appropriate image. Drivers are expected to be courteous at all times and must conform to the 'Highway Code' and relevant road traffic legislation.

### **2.4 Driver Fitness and Health**

It is essential that drivers are able to meet the legal eyesight requirements and it is recommended that team members have their eyes tested at least every 2 years.

The Road Traffic Act 1988 through the Motor Vehicle (Driving Licences) Regulations 1999 requires that drivers should be able to read a new style number plate (AB51 BCD) from 20 metres (66 feet). Eyesight correction, such as glasses or contact lenses, may be worn to achieve this standard but then must be worn at all times when driving. Senior managers will check this as part of the initial driver assessment. It is incumbent on all drivers to ensure their eyes are tested as an ongoing process.

Drivers must advise their line manager in writing, if they develop a medical condition that requires notification to DVLA, or an existing notified condition changes. These include neurological and psychiatric conditions, alcohol, drugs, vision, diabetes, heart conditions, sleep disorders, cancers and tumours. Drivers must also remember to notify DVLA of these conditions.

### **2.5 Alcohol and Drugs**

Drivers must be aware of the effects that alcohol or drugs may have on their driving abilities, taking special notice of the risk of being unfit the morning after a night of heavy consumption. Drivers must not drive under the influence of alcohol when driving on Shapwick School business.

Many prescribed and over-the-counter medications can cause drowsiness and other effects that may affect a driver's ability to control a vehicle. If taking prescribed medication then advice should be sought from a doctor, and drivers must ensure they are aware of the effects of any non-prescription drugs.

### **2.6 Fatigue**

Fatigue is a major cause of crashes, especially on motorways and long trunk road journeys where monotony can make you feel sleepy. Drivers should always follow the rules on domestic driving as follows:

- A break of at least 15 minutes must be taken every 2 hours or sooner if the driver feels tired
- After 4 hours of driving then the driver must take at least a 30 minute break in addition to the 15 minute break after 2 hours
- A total of no more than 11 hours maximum can be worked and/or driven in any one 24 hour period
- The maximum time spent driving in a 24 hour period must not exceed 9 hours

Senior managers must ensure that no work instructions or shift patterns at Shapwick School compromise these requirements. Due to the nature of our work, it is possible that some employees may work unsocial hours. Employees should be aware of the enhanced risk of fatigue in such circumstances when driving on company business or driving home at the end of a shift. Any driver feeling drowsy must stop driving as soon as it is safe to do so and, if necessary, consult the senior member of staff on duty. Where a journey is planned that requires driving in excess of 6 hours or exceeds 300 miles, a second driver must be used.

### **3 Vehicles**

#### **3.1 Company Vehicles**

In order to meet the needs of Shapwick School, a number of different vehicle types may be purchased including vans, people carriers and cars. Such purchases will take into account the needs of the setting and the issues presented by our young people. Purchasers will take the Euro NCAP ratings into account when acquiring vehicles and the Health, Safety and Estates Manager (HSEM) must be consulted before any commitment to purchase is made.

Company vehicles are meant for business use only and must not be used for personal transport, unless supplied as part of a reward package.

#### **3.2 Maintenance of Company Vehicles**

The Principal will ensure that all company vehicles are serviced, tested, insured, taxed and maintained in accordance with the manufacturers' recommendations. The records of which should be held on file for each vehicle. They will appoint a suitably qualified member of staff to act as Transport Co-ordinator to discharge this duty.

The bus drivers will ensure that weekly vehicles checks are carried out as described in Appendix 1 and such checks are recorded on the record of weekly check form (Appendix 2). They will action any defects to ensure the vehicle is fit for road use or withdrawn for repair, as necessary.

Drivers must carry out a shorter safety check, before every journey and record the findings in the vehicle log, kept in the vehicle (Appendix 2). In addition, any significant defect must be reported to the Transport Co-ordinator, using and for safety critical matters immediately to their line manager. On the return to site, the vehicle must be cleaned, the vehicle log completed, and any defects report handed over with the keys to the senior manager. For taxations purposes the full mileage and use information must be recorded in the spaces provided for submission to HMRC, failure to carry this out may result in disciplinary action.

#### **3.3 Privately Owned Vehicles**

Shapwick School recognises that personal vehicles may be used whilst employees are carrying out company business. In such cases, if the business mileage is anticipated to be in excess of 3000 miles per calendar year, they will be required to register as part of the IAM process under the grey fleet monitoring process. Staff recording mileage lower than 3000 miles per year will make a declaration that their vehicle is roadworthy and has the relevant business insurance, MOT and tax in place, as part of their fuel claim.

Where at all possible, staff should not use their personal vehicles to transport young people except in exceptional circumstances. Staff should be aware that they must make a full declaration to their insurers with regards to the nature of their work, if they wish to transport young people in a personal vehicle. Any use of a personal vehicle to transport a young person, must be authorised by a senior manager and an assessment made on the off-site visits form of any additional risks. All drivers have a legal duty to ensure their vehicle is fit for road use at all times.

#### **3.4 Passenger Safety and Seating Arrangements**

The safety of young people is the responsibility of the Visit Leader (and driver), who will organise seating arrangements in consultation with the senior member of staff on duty before departure.

Outlined below are a number of issues that should be considered in seating staff and young people:

- The driver has only one role on any journey – to drive the vehicle. Drivers are not responsible for the management of young people whilst driving and must be protected from

distraction. Driving without an escort requires an additional risk assessment which must be approved by a senior member of staff.

- Overall responsibility for the management of young people's behaviour rests with the most senior or experienced member of staff who should normally be seated in the rear of the vehicle.
- In protecting the driver, young people should be seated according to the level of risk they present, with the lowest risk child seated behind the driver and the highest risk child seated in the rear seat on the opposite side of the vehicle to the driver.
- No young person is allowed to travel in the front seat of any vehicle driven on Shapwick School business without the express permission of the senior member of staff on duty. Travelling on a one to one situation requires an additional risk assessment.
- Any changes to the seating plan while off-site must be approved by the senior member of staff on duty.

All passengers, whether staff or young people, must be seated in the correct position in any vehicle, and must wear the appropriate correctly adjusted seat belt, or restraint, as required by law. Children will be required to wear the appropriate child restraint and booster cushion, which must be fitted and adjusted correctly. If any person in the vehicle is not wearing an appropriate seat belt the driver must pull over and stop as soon as it is safe to do so. The protocols for the transportation and supervision of young people are based upon the individual risk assessments for the young person and the off-site visit risk assessment as set out in Shapwick School's Off-site Visits Policy.

Where child locks are fitted they should be activated. Head restraints, where fitted, must be correctly adjusted.

### **3.5 Load Security**

Luggage and other loads must be suitably secured using straps or bulkheads when necessary, and where possible carried in the boot or luggage storage areas of the vehicle. Only essential items should be carried in the body of the vehicle and these must be kept secure to prevent injuries in emergency situations.

Where roof racks or boxes are used the load must be fully secured and staff are to take due regard to working at height precautions when loading and unloading. Any roof attachments must be fit for purpose and secured as per the manufacturer's instructions.

### **3.6 Trailers and Towing**

Where a vehicle used for Shapwick School business is fitted with a tow bar, the driver must ensure that the trailer to be towed is legal, fit for purpose, mechanically safe, loaded securely and conforms to all legal weight requirements. It is essential that the lighting system on the trailer is connected and working correctly.

## **4 Journeys**

### **4.1 Route Selection**

All journeys on Shapwick School business should be planned in advance and routes agreed by senior staff. If the journey involves young people, the details of the route and journey plan must be recorded on the off-site visits form. The following must be taken into consideration on all journeys:

- Statistically motorways are safer roads and long journeys should be planned to include as much motorway mileage as possible.
- Car occupants are most at risk on cross-country rural roads and drivers should try to avoid these routes wherever possible.

- Try to avoid known rush hour and congestion periods when hold-ups will waste time and cause stress, anxiety and fatigue.
- Roadworks and other known congestion points should also be avoided wherever possible.

In addition, whenever possible route scheduling should consider:

- Times of natural fatigue: midnight to 6:00 am and 2:00 to 4:00 pm; and
- Times when roads are known to be congested, to reduce the onset of frustration and fatigue; and
- Times when other special hazards can be expected, such as 3:00 pm to 4:00 pm when school children are going home and will have a greater presence on urban roads.

The necessity and safety of any journey must be considered. This is especially true in winter or inclement weather where only journeys deemed essential should be considered. Any doubts must be discussed with the senior member of staff on duty. Further advice on route planning and current road conditions is available from the Highways Agency [www.highways.gov.uk](http://www.highways.gov.uk).

#### **4.2 Mobile Telephones and Communication**

Drivers are reminded that from March 2017 the offence of using a hand held mobile phone while driving is punishable by a £120 fixed penalty fine and 6 points endorsed on the driving licence. Drivers should also be aware that causing a collision while using a hands-free phone will be regarded as foreseeable distraction and may be subject to prosecution.

When undertaking a journey on company business a fully charged mobile must be carried and, given the unpredictable nature of our young people, it should be switched on and ready for use. However, whilst transporting young people the driver must not text, make or take any calls even via a Bluetooth device. The phone must be held and used by the escorting member of staff.

Staff driving on business other than the transport of young people may if circumstances dictate take calls via a hands-free device, but these must be kept to an absolute minimum and drivers are reminded of the offence of foreseeable distraction outlined above.

#### **4.3 Smoking/Vaping**

In line with the smoke-free legislation, smoking/vaping is not permitted in any company vehicle. Drivers must not smoke/vape in personal vehicles when collecting or transporting young people.

#### **4.4 Eating and Drinking**

Drivers must not drink or eat whilst the vehicle is in motion. Such activities reduce the driver's control of the vehicle and their attention to the road. Traffic incidents occurring as a result will be seen as foreseeable distraction. Where food is consumed in a company vehicle it is the driver's responsibility to ensure all packaging and spills are removed from the vehicle on return to the setting.

#### **4.5 Reversing**

Reversing remains one of the biggest causes of road transport injuries especially on site. Reversing must be kept to a minimum and sites will be designed where possible to remove the need. When reversing drivers must ensure the surrounding area is clear, especially of young people. Where possible, reversing should be guided by another member of staff and when parking, drivers should reverse into an intended parking bay.

### **5 Emergency Procedures**

#### **5.1 Accident or Breakdown**

Should the vehicle be involved in a collision or suffer a mechanical failure the driver's prime concern is the safety of the young people in their care along with that of any accompanying



staff. In either event, the driver must summon immediate assistance from the appropriate emergency service, breakdown provider and the setting. Both circumstances may cause the setting to implement their critical incident plan in order to provide prompt and appropriate support.

## **5.2 Emergency Equipment**

Every company vehicle must carry the following as standard:

- First aid kit
- Foam fire extinguisher
- High visibility jackets (one for each seat)
- Seat belt cutter and emergency hammer
- Torch
- Jack and wheel set
- Warning triangle
- Emergency producers guidance as detailed in Appendix 3

## **5.3 Driver Action**

Bring the vehicle to a safe halt ideally at the side of the road. Activate the hazard warning lights then assess the situation, in terms of safety. If an accident has occurred, look to the treatment of any injured occupants and the need to summon other emergency assistance. The driver, in conjunction with the emergency services, should decide the best action to take in terms of the safety of passengers. In most circumstances the passengers should leave the vehicle from the side away from traffic flow and put on high visibility jackets. They should then proceed to a place of safety away from the vehicle and moving traffic to await recovery. If the weather is severe, or there are doubts regarding the ability of staff to keep the young people safe, a decision to stay on-board the vehicle may be taken. In such circumstances, urgent help should be requested and if possible the passengers moved to the front of the vehicle. Further actions specific to accidents and breakdowns are given in Appendix 3.

## **5.4 Punctures**

In the event of a puncture drivers must contact the senior member of staff on duty for advice and guidance, especially on a motorway or high-speed dual carriageway or rural road, as the recovery operators are better equipped for greater protection when working at the roadside and close to moving traffic.

## **5.5 Personal Safety and Violence**

All drivers should remain vigilant to personal attack and theft and ensure that tools and valuable equipment, such as laptop computers, are stored out of sight in the vehicle, and that the vehicle is always locked when unattended. Where fitted, the child lock system and automatic locking system must be engaged to prevent young people from running away and to deter car jackers.

If any passenger's behaviour becomes sufficiently disruptive to cause distraction to the driver, then the vehicle must be stopped as soon as possible until the situation is resolved. In the event of serious disruption the driver should consult the senior member of staff on duty.

## **Appendix 1**

### **Vehicle Maintenance Checks**

Before carrying out any check of the vehicle ensure it is stopped with the parking brake securely set, the engine switched off and the ignition key removed to prevent unintended starting of the engine. When checking under the bonnet in the engine compartment avoid touching any hot components that may cause burns, and avoid wearing loose clothing that could entangle in revolving parts if the engine was started. Allow the engine to cool before checking the oil or

coolant level. Coolant could be ejected from the header tank if it is opened before it has cooled.

### **Daily Checks**

Employees driving a company owned or leased vehicle must carry out a check of the vehicle before any journey to ensure the basic roadworthiness of the vehicle. This check, must be signed for in the vehicle log book alongside the mileage and use information, in addition any defects must also be recorded. A sample log book page is shown in Appendix 2.

This check must also be carried out by any employee using their own vehicle on company business.

The items to be checked before driving include:

- External damage to bodywork
- All lights and indicators clean and working
- Mirrors intact and adjusted correctly
- Windows and mirrors clean
- Windscreen wipers in good order and operational along with screen wash
- Adequate fuel for the journey
- Tyres inflated correctly
- Steering, horn and parking brake satisfactory
- All seats fixed, secure and clean
- Load secure and separated from passengers
- All safety equipment, including seat belts, in good order and adjusted correctly, and
- Any additional equipment: high visibility jackets, warning triangle, fire extinguisher, first aid kit, secure and in good order.

At the end of each journey the driver must ensure that:

- The vehicle is parked safely and legally
- The handbrake is fully applied and holding the vehicle
- The vehicle is left in a clean and satisfactory condition
- There is no new damage to the bodywork
- The vehicle is fully and correctly refuelled, and
- All items and equipment are switched off.

Vehicle Log book completed and defects reported to Transport Co-ordinator or line manager.

### **Weekly Checks**

Shapwick School's Mini Bus Drivers will carry out a weekly check of the condition of all company owned or leased vehicles. This check will be recorded on a 'Record of Vehicle Inspection' (Appendix 3) noting any defects and corrective action.

This check must also be carried out by any employee using their own vehicle on company business.

The weekly check covers the following:

- All external bodywork and interior trim must be checked for damage or defects.
- All the vehicle lights and indicators must be cleaned and checked to make sure they are working.
- Windows and mirrors must be cleaned and checked for damage.
- Rear view mirrors must be correctly adjusted.
- Windscreen wipers must be inspected for damage to the rubber wiping surface.
- Windscreen washers must be working and fluid reservoir filled with water and additive appropriate to the season.
- Engine oil level must be checked and topped up as required.
- Cooling liquid level must be checked and topped up as required.
- Brake and other fluid levels must be checked and topped up as required.

- The vehicle must be fully and correctly refuelled.
- Wheels must be checked to ensure there is no damage and the nuts and fixings are secure.
- Tyres must be checked to ensure they are inflated correctly. Check tyre pressures when the tyre is cold. The manufacturer's handbook will show the correct pressure for the load and operating conditions.
- Tyres must be checked to ensure they have an adequate and legal tread depth. To meet legal requirements the tyres, of any passenger vehicle for no more than 8 passengers and driver must have the base of any groove of the original tread pattern visible and at least 1.6mm of tread depth across at least the centre  $\frac{3}{4}$  of the tread width around the entire circumference.
- Tyres must be in good condition with no damage. If a tyre has any cut greater than 25mm or 10% of the width of the tyre (whichever is the greater), lump, bulge, tear or ply cord or structure exposed then it is illegal and dangerous and must be replaced.
- Steering, horn, parking brake, other controls must function satisfactorily.
- All seats must be securely fixed, adjusted correctly and clean.
- All safety equipment, including seat belts, in good order and adjusted correctly.
- Any additional equipment, such as dust pan and brush, high visibility jackets, warning triangle, fire extinguisher and first aid kit are secure and in good order, and
- Check the log book to ensure all journeys are correctly recorded, there are no gaps in the mileage record and all reported defects have been rectified.

Vehicle log book

**VEHICLE MILEAGE AND DAILY LOG**

VEHICLE AND REG NO:

Under the Road Traffic Act, the driver is at all times legally responsible for the condition of the vehicle they are driving. This responsibility cannot be passed on to the organisation that own or operate the vehicle. The vehicle should not be used if a defect affects vehicle or passenger safety or those items that are a legal requirement.

You are signing to confirm that you have carried out a visual check of the vehicle (lights and horn operational, window screen wipers operational tyres inflated number plate visible and internal fittings safe including seatbelts) and reporting any faults found prior to the journey.

| DATE | DRIVER | SIGNATURE | PURPOSE OF JOURNEY<br>Includes start and finish locations | MILEAGE<br>OUT | MILEAGE<br>IN | FUEL<br>IN                 | NOTE ANY DEFECTS AND<br>IF REPORTED |
|------|--------|-----------|---|----------------|---------------|----------------------------|-------------------------------------|
|      |        |           |   |                |               | E... V... Y... Z... A... F |                                     |
|      |        |           |   |                |               | E... V... Y... Z... A... F |                                     |
|      |        |           |   |                |               | E... V... Y... Z... A... F |                                     |
|      |        |           |   |                |               | E... V... Y... Z... A... F |                                     |
|      |        |           |   |                |               | E... V... Y... Z... A... F |                                     |
|      |        |           |   |                |               | E... V... Y... Z... A... F |                                     |
|      |        |           |   |                |               | E... V... Y... Z... A... F |                                     |
|      |        |           |   |                |               | E... V... Y... Z... A... F |                                     |
|      |        |           |   |                |               | E... V... Y... Z... A... F |                                     |
|      |        |           |   |                |               | E... V... Y... Z... A... F |                                     |

**SCHOOL RECORD OF VEHICLE INSPECTION**

*Under the Road Traffic Act, the driver is at all times legally responsible for the condition of the vehicle they are driving. This responsibility cannot be passed on to the organisation that own or operate the vehicle. The vehicle must not be used if a defect affects vehicle or passenger safety or those items that are a legal requirement.*

**Vehicle and Registration**

|                 |             |
|-----------------|-------------|
| <b>Vehicle:</b> | <b>Reg:</b> |
|-----------------|-------------|

**Weekly Vehicle Check** *please check the following, and mark if serviceable.*

|               |  |                  |  |                    |  |                   |  |               |  |
|---------------|--|------------------|--|--------------------|--|-------------------|--|---------------|--|
| Tax Disc      |  | Front Windscreen |  | Front Wiper(s)     |  | Rear Windscreen   |  | Rear Wiper(s) |  |
| Body Panels   |  | External Mirrors |  | Internal Mirror(s) |  | Horn              |  | Parking Brake |  |
| Seats         |  | Seat Belts       |  | Jack & Handle      |  | Breakdown Kit     |  | Torch         |  |
| First Aid Kit |  | Hi-Vis Jackets   |  | Warning Triangle   |  | Fire extinguisher |  |               |  |

**Fluid Levels**

|                |  |         |  |                   |  |
|----------------|--|---------|--|-------------------|--|
| Oil            |  | Coolant |  | Windscreen Washer |  |
| Power Steering |  | Brake   |  | Clutch            |  |

**Lights**

|                      |  |            |  |         |  |              |  |
|----------------------|--|------------|--|---------|--|--------------|--|
| Head lights – Dipped |  | Indicators |  | Brake   |  | Fog          |  |
| Head lights – Full   |  | Hazard     |  | Reverse |  | Number Plate |  |

**Tyres** *including pressure and wear (Visual check only)*

|                |  |                 |  |               |  |                |  |       |  |
|----------------|--|-----------------|--|---------------|--|----------------|--|-------|--|
| Off-side Front |  | Near-side Front |  | Off-side Rear |  | Near-side Rear |  | Spare |  |
|----------------|--|-----------------|--|---------------|--|----------------|--|-------|--|

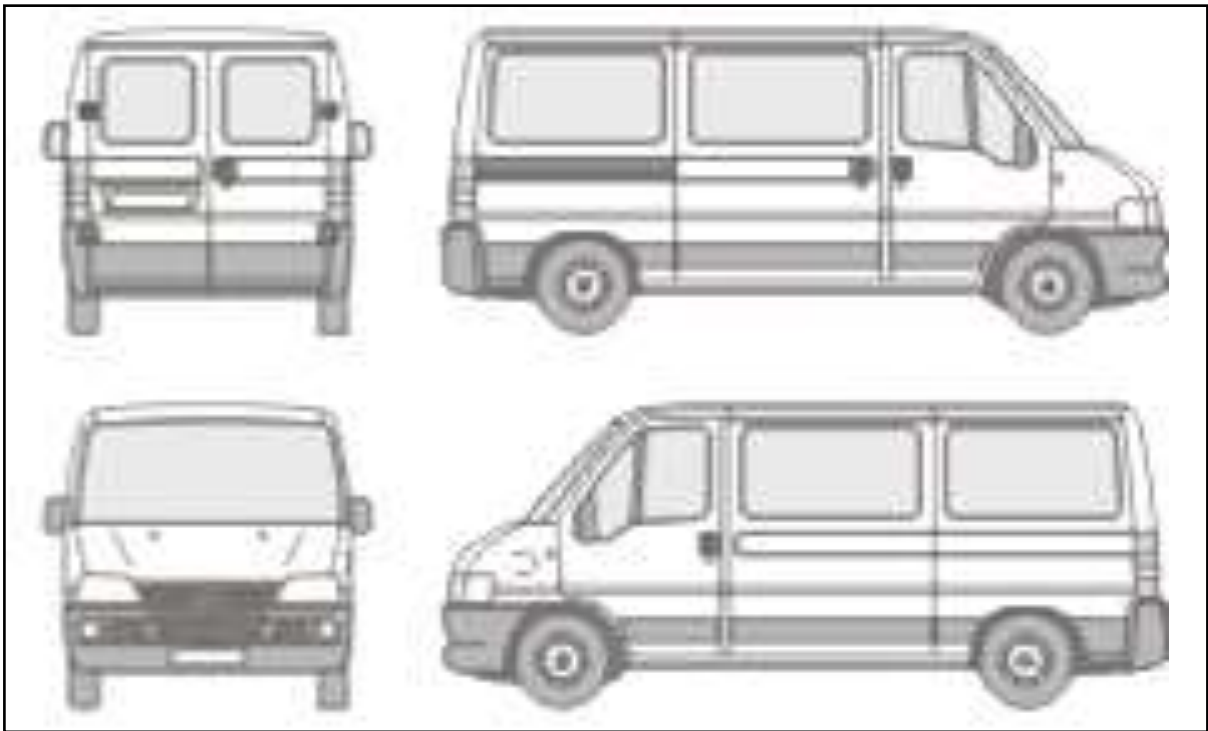
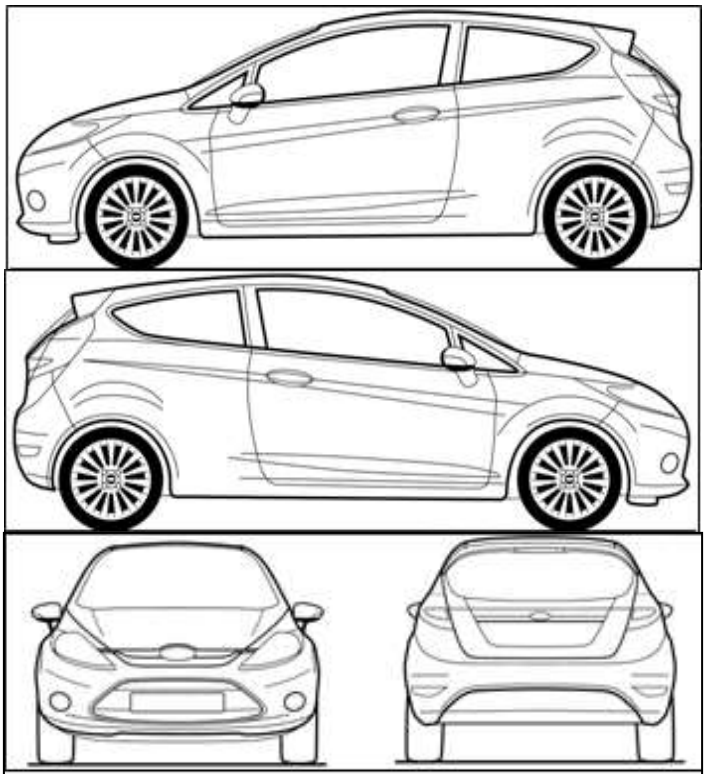
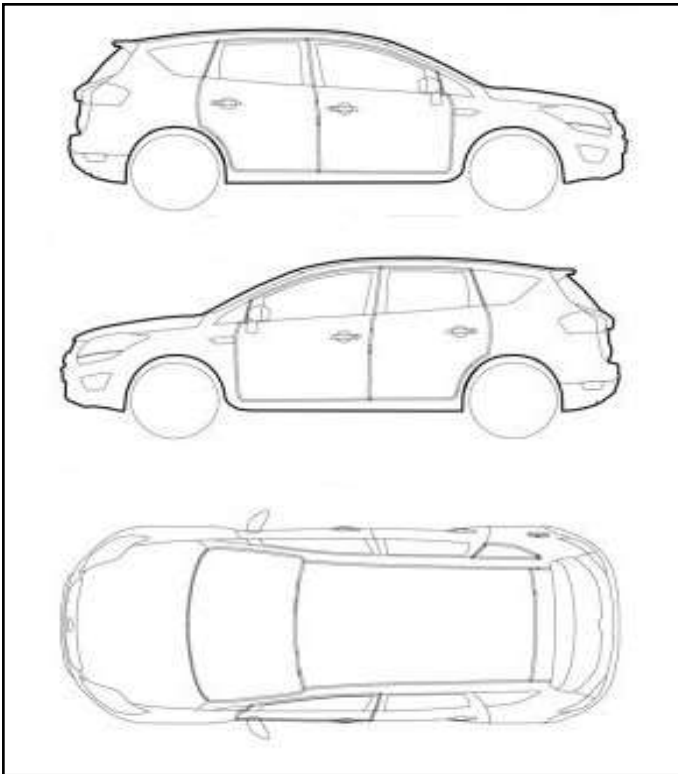
|   |      |                                  |
|---|------|----------------------------------|
| Has the vehicle got sufficient fuel? Yes No |      | <b>E.....¼.....½.....¾.....F</b> |
| Has any fault or damage occurred? Yes No    |      |                                  |
| Have you carried out a brake test? Yes No   |      |                                  |
| Checked by: SIGN & PRINT NAME               | Date | Mileage                          |

**Record defects and actions taken below**

|  |
|--|
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**Record body work damage**

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## Appendix 3

### Vehicle Breakdown

In the event of vehicle breakdown on the road, appropriate warning lights must be illuminated. If the view is restricted, consideration should be given to deploying other means of warning approaching traffic. Whenever possible, drivers and all passengers should leave the broken down vehicle and retire to a safe location away from moving traffic. Special consideration should be given in the event of breakdown on a motorway or high-speed dual carriageway. Drivers must contact the senior member of staff on duty, for advice or assistance regarding the breakdown, especially when young people are being carried in the vehicle.

Should your vehicle suffer a mechanical breakdown:

- Think of other road users,
- The driver must wear a high visibility jacket,
- Get your vehicle off the road if at all possible,
- Warn other traffic by switching on your hazard warning lights,
- Place a warning triangle at least 45 metres (150 feet) behind your vehicle on the same side of the road. Always take care when placing them and **DO NOT use warning triangles on a motorway**,
- Leave the sidelights on in poor visibility or if it is dark,
- Summon assistance ensuring you give the exact location in detail.
- Do not let anyone stand:
  - between your vehicle and approaching traffic,
  - where they may prevent other road users seeing your lights,
  - where your vehicle may be pushed if crashed into

If your vehicle develops a problem on a motorway, if possible leave at the next exit or service station. If you cannot do this then follow the guide above for any breakdown with the following additional points:

- Pull onto the hard shoulder,
- Stop as far to the left as possible,
- Turn your steering wheels to the left,
- Try to stop near an emergency telephone,
- Have EVERYONE leave the vehicle by the left hand doors, with the driver distributing high visibility jackets to all passengers.
- Ensure everyone stays away from the carriageway and hard shoulder - the safest place to stand is well away from the carriageway and moving vehicles, and slightly behind the line of the back of your vehicle,
- Do not attempt even simple repairs,
- Walk to the nearest emergency telephone on your side of the carriageway; use these in preference to a mobile telephone. The direction to the nearest emergency telephone is shown by arrows on the white posts at the back of the hard shoulder,
- Give full details to the police, and let them know how vulnerable you are e.g. escorting young people or a woman travelling alone,
- Return and wait in a safe place near your vehicle,
- If you do feel at risk from another person, get back into your vehicle through the left hand door and lock all doors; sit in the left hand seat front seat and wear the seat belt; leave your vehicle again as soon as you feel the risk has passed.

## Appendix 4

### Accidents

In the event of an accident, appropriate warning lights should be illuminated. The emergency services (police, fire, and ambulance as necessary) must be called immediately along with Shapwick School. Injured passengers should not be moved unless they are in danger of further injury from other vehicles, fire or explosion. Staff should render first aid if possible and look to the safety of the young people in their care.

Further guidance for scene actions and legal responsibilities are given below.

All incidents, including potentially serious 'near misses', must be reported in writing to the Health, Safety and Estates Manager (HSEM) via the senior member of staff on duty, using a 'Record of Information' sheet.

It is the employee's responsibility to ensure that this is done immediately, and to ensure that the senior member of staff on duty is made aware. Failure to report injury, damage or loss promptly may invalidate the company's insurance cover, and the employee's own personal insurance cover. In such cases drivers may be held personally liable and disciplinary action may follow.

If you are driving a motor vehicle on a road or other public place and an accident occurs whereby: Injury is caused to any other person, or damage is caused to:

- any other vehicle, or
- any animal not carried in your vehicle, or
- any property fixed to the road, e.g. bollards, walls hedges, etc.

Then you must stop and provide:

- your name and address,
- the name and address of the vehicle owner, and
- the registration number of the vehicle.

If you fail to give your name and address as above then you must report the accident at a police station or to a police officer, as soon as reasonably practicable and, in any case, within 24 hours of the accident.

If the accident involves injury, then you must also produce a certificate of insurance or other evidence to a police officer or any other person having reasonable grounds for requiring those details. If you are unable to do this then you must report the accident and produce insurance at a police station or to a police officer, as soon as reasonably practicable and, in any case, within 24 hours of the accident.

If the accident involves damage only and there is no personal injury, and you are asked by someone making a claim then you must give details of the vehicle insurance. There is no requirement to report to the police in this case, but note that the request can come at any time after the accident.

Damage to vehicles must be reported immediately to the Health, Safety and Facilities Manager (HSEM) via the senior member of staff on duty. Equally, any damage discovered during checks should be reported promptly to the senior member of staff on duty for investigation.

In the event of any accident involving a third party or parties, the driver must exchange names and addresses with the other driver(s) and/or parties concerned. Every effort should be made to obtain names and addresses of witnesses and of all occupants of any vehicles involved. Notes should be made of the number and description of passengers in any vehicles involved and any injuries that may be apparent. It is essential that the registration number of the other vehicle is taken down and if possible take photos of the scene and damage.

If necessary, and whenever injury is caused, the police should be called to attend the scene. Liability must not be admitted at any time for legal reasons, however guilty you may feel.



## Appendix 5

### Speed Limits

You **MUST NOT** exceed the maximum speed limits for the road and for your vehicle (see the table below). The presence of street lights generally means that there is a 30 mph (48 km/h) speed limit unless otherwise specified. (Highway Code 124)

- The speed limit is the absolute maximum and does not mean it is safe to drive at that speed irrespective of conditions. Driving at speeds too fast for the road and traffic conditions is dangerous. You should always reduce your speed when
- the road layout or condition presents hazards, such as bends sharing the road with pedestrians, cyclists and horse riders, particularly children, and motorcyclists
- weather conditions make it safer to do so
- driving at night as it is more difficult to see other road users (Highway Code 125)

|   | Built-up areas * | Single carriage-ways | Dual carriage-ways | Motorways       |
|---|------------------|----------------------|--------------------|-----------------|
| Type of vehicle   | mph (km/h)       | mph (km/h)           | mph (km/h)         | mph (km/h)      |
| <b>Passenger vehicles</b><br>which do not exceed<br>3050 kg unladen or<br>8 passenger seats | <b>30</b> (48)   | <b>60</b> (96)       | <b>70</b> (112)    | <b>70</b> (112) |
| <b>Passenger vehicles</b><br>(outlined above)<br><b>towing trailers</b>                     | <b>30</b> (48)   | <b>50</b> (80)       | <b>60</b> (96)     | <b>60</b> (96)  |
| <b>Minibuses</b><br>(not exceeding<br>12 m in overall length)                               | <b>30</b> (48)   | <b>50</b> (80)       | <b>60</b> (96)     | <b>70</b> (112) |

\*The 30 mph limit usually applies to all traffic on all roads with street lighting unless signs show otherwise.

Based on an extract from 'The Highway Code' at  
[http://www.direct.gov.uk/en/TravelAndTransport/Highwaycode/DG\\_070304](http://www.direct.gov.uk/en/TravelAndTransport/Highwaycode/DG_070304)